

## APPENDIX C: DEFINITIONS

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| <b>Access</b>                           | An interaction between a subject, i.e., person, and an object, i.e., an automated information system (AIS) resource, that results in the flow of information from one to the other.  |
| <b>Accession Travel</b>                 | Travel from the home of record or Military Entrance Processing Station (MEPS) to a basic training org.   |
| <b>Accountable Official</b>             | All personnel, whether military or civilian, to whom public funds are entrusted. This includes the disbursing officer as well as the deputies, agents cashiers, and imprest fund cashiers to whom the disbursing officer advances public funds for the purpose of making disbursements.                |
| <b>Accounting Codes Report</b>          | A report of all accounting code activity for an org during a given date range. Accounting activity can also be run on one specific line of accounting and on documents with specific status codes.   |
| <b>Actual Lodging</b>                   | An amount for actual and necessary expenses when the per diem lodging allowance for a particular area is inadequate.   |
| <b>Actual Travel Time</b>               | The total number of hours and minutes of travel, calculated from departure to arrival.   |
| <b>Adjustment Report</b>                | A report of the documents for an org and a traveler, that have been adjusted (modified) during the routing process during a specified date range within the last 15 months. Indicated in the report is the org, traveler, TANUM, document name, document status, amount, and the adjustor.             |
| <b>Advance</b>                          | An advance is a non-ATM payment that a traveler receives before trip departure. Advances are typically limited to travelers who do not have a government charge card. The two categories of advances are Advance Auth (up to 80% of estimated costs) and Full Advance (up to 100% of estimated costs). |
| <b>Agency Program Coordinator (APC)</b> | The agency person who acts as the liaison between the travel card contractor and agency cardholder. APCs are responsible to the respective DOD Component Program Manager (CPM) for program execution and management at hierarchy levels determined by the DOD CPM.                                     |
| <b>Allowable Travel Time</b>            | The number of days allowed for official travel.  |
| <b>Amendment</b>                        | Any changes to an authorization or voucher that may be made after the AO has stamped the document APPROVED.  |
| <b>Annual Leave</b>                     | When annual leave is taken during TDY, no lodging and M&IE allowance is paid for those days.   |
| <b>APPROVED</b>                         | The stamp that the AO in the routing list applies to a travel document.  |

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| <b>Approving Official (AO)</b>   | Official at the final level of the routing list who has been designated in writing to approve TDY/TAD travel documents. Sometimes referred to as an Authorizing Official.   |
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| <b>Archive</b>                   | The storage facility that receives all trip records after having been paid and stores them for 6 years and 3 months. Located in Monterey, California at the Defense Manpower Data Center (DMDC).  |
| <b>Audit Failure Report</b>      | The Audit Failure report provides a list of documents that have failed an audit based on audit tests established in DTS for the given date range (within the last 15 months). This report can produce a notification sent to the traveler indicating the reason(s) for audit failure. The report displays the org, traveler, TANUM, document name, document status, document date, departure date and the amount. |
| <b>Auditor</b>                   | An individual who conducts audits and statistical sampling associated with DTS.   |
| <b>Authenticate</b>              | To verify the identity of a user, device, or other entity in a computer system, often as a prerequisite to allowing access to resources in a system.  |
| <b>Authorization</b>             | The travel request and the form used for TDY/TAD of DOD Personnel. Commonly known within DOD as a DD Form 1610.   |
| <b>Authorization Number</b>      | The TANUM (travel authorization number) is assigned once the authorization is approved.   |
| <b>Authorize</b>                 | The giving of permission to perform a specific act.   |
| <b>Authorized Travel Time</b>    | The maximum allowable travel time determined before travel begins and based on the mode of travel authorized in the orders.   |
| <b>Authorizing Official (AO)</b> | Officials in the final level of the routing list who have been designated in writing to approve TDY/TAD travel documents. Sometimes referred to as an Approving Official.   |
| <b>Bank of America</b>           | The DOD charge card vendor.   |
| <b>Booking</b>                   | The act of placing a hold on travel reservations when reservation requests are submitted to the commercial travel office (CTO). The hold is in place until the authorization is approved and the arrangements are reserved.   |
| <b>Budgets</b>                   | The DTS Budget Administration tool is a tracking tool to control the use of funds for travel. Once a budget is set up, DTS decrements obligated expenses from the available funding and allows a user to run reports on budget activities. An AO can not approve travel without available funds in the budget.  |

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| <b>Business Travel</b>                   | Travel for the purpose of conducting business at a location other than the permanent duty station (PDS).   |
| <b>Category B (Patriot Express)</b>      | The military contracted/controlled flight operated by Air Mobility Command (AMC).  |
| <b>Centrally Billed Accounts (CBA)</b>   | Accounts issued to a government agency for the purpose of securing certain types of travel arrangements, and for which the government guarantees payment. CBAs have no spending ceiling and payments are subject to the Prompt Payment Act of 1982, as amended.  |
| <b>Certification Authority (CA)</b>      | The entity within the DOD public key infrastructure (PKI) that is trusted to issue and sign digital certificates. The CA management functions include user registration and certificate registration, revocation, renewal, and archiving.  |
| <b>Certificate Revocation List (CRL)</b> | The CRL identifies certificates that have been revoked due to suspected compromise of a private key or the subscriber leaves DOD employment, or other reasons.   |
| <b>Certifying Official (CO)</b>          | An individual in an org who has been authorized in writing to certify claims for payment.  |
| <b>Contract City Pairs</b>               | Government contracted fares for certain flights between two destinations; usually available, not necessarily the least expensive, and no penalty incurred if cancelled.  |
| <b>Clerk/Travel Specialist</b>           | A DTS user who creates unit travel and group travel documents. Can also create documents for travelers who do not have access to the system.   |
| <b>Common Carrier Segment</b>            | A contracted airline that provides reduced ticket costs.   |
| <b>Commercial Travel Office (CTO)</b>    | A commercial entity in the business of arranging travel and that is owned, staffed, and operated by a private contractor. It may be located on or off a government installation.   |
| <b>Constructed Travel</b>                | Travel that is characterized by the use of a travel mode other than the standard or authorized mode. In such a case, DTS may require the traveler to complete and submit a cost-comparison worksheet so that the AO may determine the amount of reimbursement. Some DTS screens and messages use the term Constructive Travel. |
| <b>Constructive Travel</b>               | See <i>Constructed Travel</i> .  |
| <b>Debt Management Monitor (DMM)</b>     | The DMM is usually a Finance Defense Travel Administrator (FDTA) who tracks due U.S. situations and monitors collection actions for the org(s). The DMM oversees the reporting, notification, and collection of debts to the government incurred by DTS travelers.   |

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| <b>Defense Accounting and Disbursing System (DADS)</b> | The finance component of DTS. DADS makes payments to the travelers and maintains accounting data.  |
| <b>Default Accounting Code</b>                         | A line of accounting (LOA) that can be set as the default for each member or each org. Each time a travel order is created for the traveler, this LOA will automatically be selected for expenses.   |
| <b>Defense Manpower Data Center (DMDC)</b>             | The storage facility that receives all trip records after having been paid and stores them for 6 years and 3 months to meet Internal Revenue Service requirements, provide data to DOD managers, and support post-payment random reviews. See <i>Archive</i> .   |
| <b>Defense Travel Administrator (DTA)</b>              | A DTS user who is responsible for the overall management of DTS at the org level. A DTA may serve as a Systems Administrator, a resource manager, or an administrator responsible for loading, updating, and maintaining all org elements; such as orgs, groups, people information, routing lists, lines of accounting, budgets, and production of reports. The DTA may serve as the Tier 2 Help Desk for users, travelers, and AOs.  |
| <b>Delegate Authority</b>                              | The temporary assignment of a routing official's (RO's) signature authority to another RO. When an RO delegates signature authority to another RO, DTS routes travel documents to both the RO and the delegated RO. Once the document is signed (by either the RO or the delegated RO), it is removed from both review lists.  |
| <b>Dependent</b>                                       | This term is defined in the JFTR/JTR, Appendix A.  |
| <b>Deployment Tool</b>                                 | The DTS environment in which a user enters, validates, and submits all of a site's data for upload into the system. The Deployment Tool supports the creation of the site or org administrative setup data (org structure, routing lists, groups, and lines of accounting). The Deployment Tool also supports the self-registration of personal data for new travelers.  |
| <b>Digital Certificate</b>                             | A computer-generated record that ties a user's information with the user's public key in a trusted bond. The trust is based on a registration and identification policy enforced by a third party known as the Certification Authority. The certificate contains the identification of the Certification Authority issuing the certification and the user's public key and is digitally signed by the issuing Certification Authority. |
| <b>Digital Signature</b>                               | An electronic signature that can be used to prove to a recipient that the message or data attested to by the signature was truly signed by the originator (i.e., non-repudiation), and that no changes were made to the message or data in transit (i.e., data integrity). The signer uses his or her private key to generate the digital signature. The receiving party uses the signer's public key to verify the signature.         |

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| <b>Digital Signature Diskette</b>              | A computer diskette that stores the key file and password-protected private key for some DTS users. For such users, DTS requires the insertion of the digital signature diskette to log on to the system and to sign travel documents.   |
| <b>Directive</b>                               | An order or instruction issued by the government or a military unit.   |
| <b>Directory Server</b>                        | A database that stores certificate information and public key data for each DOD member active (or allowed to be active) in the DOD PKI. It also stores a Certificate Revocation List (CRL), which is a list of certificates that have been revoked. Users may access the CRL to determine whether a certificate stored in the Directory Server is valid or has been revoked. |
| <b>Disbursing Office</b>                       | An activity, or that organizational unit of an activity, whose principal function is the disbursement and collection of official funds for the government.   |
| <b>Document Processing Manual</b>              | The DTS handbook that provides instructions for travelers and AOs. It explains how to create, sign, and review authorizations, vouchers, local vouchers, and amendments to documents. It includes an overview the purpose and features of DTS, such as logging on, Self-Registration, and DTS menus.   |
| <b>DOD Electronic Business Exchange (DEBX)</b> | The system that performs bank transfer functions, translates lines of accounting (LOAs) from DTS, and maps the LOAs to the correct formats for more than 40 accounting and disbursing systems in DOD.  |
| <b>DTA Maintenance Tool</b>                    | The feature in DTS that enables authorized DTAs to create and modify orgs, routing lists, groups, people, and lines of accounting. Permission levels 0,1, and 5 are the minimum needed to access the tool.   |
| <b>Encryption</b>                              | The mathematical process that changes a data record using a number (key), such that the data record becomes meaningless until it is returned to its original state, through use of the original key and a reciprocal mathematical process, called decryption.  |
| <b>Expense List</b>                            | The selections that display in the drop-down list on the Expenses screen. Other expense items not in the list can be entered in the -OR- field. See Appendix K, Tables K-4A through K-4C for a list of expenses used in authorizations and vouchers.   |
| <b>Expense Categories</b>                      | The classifications to which expenses are assigned to assist in the calculation of the amount spent on each type of travel expense. DTS subtotals all expenses itemized on a document into expense categories. These categories are referenced in Appendix K, Table K-8.   |
| <b>Government Bill of Lading (GBL)</b>         | A government document used to procure freight and cargo transportation and related services of commercial carriers for the movement of material at government expense.   |
| <b>Government Charge Card (GOVCC)</b>          | A charge card issued to personnel under the guidelines of the Government Travel Card program.  |

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| <b>GOVCC Account Information</b>         | Information that a user can enter on the Update Person screen in the DTA Maintenance Tool. If this field is populated, some types of expenses default to the traveler's GOVCC, e.g. air, lodging, and rental car.   |
| <b>Government Dining Facility</b>        | A government-owned facility with the primary mission of providing meals to military enlisted members. The JTR refers to this as a <i>government mess</i> .  |
| <b>Gov't Advance Paid</b>                | The total amount of disbursements from government non-ATM advances, paid or submitted for payment. If available, this amount can be found on the Payment Totals screen when a voucher is created. A link is provided to view supplementary information on each separate paid advance.   |
| <b>Gov't Advance Outstanding</b>         | The total cash advance amount requested on an authorization. This field displays on the Payment Totals screen when a voucher is created from an authorization.  |
| <b>Gov't + Form</b>                      | The government forms used to complete an authorization.   |
| <b>Group</b>                             | Two or more travelers traveling together using the same itinerary.  |
| <b>Group Access</b>                      | The group members to which the user has access. Group access determines whose documents and traveler information the user can view and edit. Group membership is assigned in the Groups section of the Maintenance Tool. Group access is granted in the People section of the Maintenance Tool.   |
| <b>Group Authorization (GAUTH)</b>       | A GAUTH is one authorization with one itinerary on which more than one traveler is listed. One member or the group is assigned to be the primary traveler. When the AO applies the APPROVED stamp, the GAUTH spawns into individual authorizations for each traveler to create their individual amendments and vouchers.  |
| <b>Help Desk</b>                         | The three-tiered help structure in DTS that users access for assistance. Tier 1 is the use of manuals, tri-folds, and Web-based training provided in training classes and on the Training page of the DTS Web site. Tier 1 also includes the online help that is accessible on every DTS screen through the Help for this screen link. The Tier 2 Help Desk (T2HD) is the local help desk that helps users with issues that could not be resolved at Tier 1. The Tier 3 Help Desk (T3HD) is located in Fairfax, Virginia. Issues that can not be resolved by the T2HD are escalated to T3HD. Only authorized T2HD personnel may contact the T3HD. |
| <b>Hierarchical Organizations (orgs)</b> | The hierarchical arrangement of DTS orgs enables an org's System Administrator to use his or her table-editing privileges for many suborgs. The org hierarchy does not affect the drop-down lists that are displayed during document preparation; data elements are displayed only for the org to which the traveler belongs.   |
| <b>Identification</b>                    | The process that enables recognition of an entity by a system, generally by the use of unique, machine-readable user names.   |

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| <b>Import/Export Tool</b>                     | The functionality that enables DTS to import travel order data from other DOD travel systems (partner systems) and partially create DTS authorizations. The traveler or NDEA then completes the imported authorization and routes it for approval.   |
| <b>Inactive Duty Training (IDT)</b>           | A training status used by service members in the Guard or Reserves.  |
| <b>Incidental Expenses</b>                    | Allowance for miscellaneous expenses such as laundry costs incurred while traveling.   |
| <b>Individual Mobilization Augmentee</b>      | A category of Reserve Component Selected Reserve membership. While on active duty in a TDY status, travel and per diem are paid to such personnel in accordance with the JFTR, Chapter 7.  |
| <b>Infrequent Traveler</b>                    | A traveler who travels on rare occasions.  |
| <b>Itinerary Link</b>                         | The Itinerary link on the navigation bar opens the Trip Overview screen. This screen contains information about the starting and ending dates of travel, TDY locations, type of trip, purpose of the trip, authorization number, and date on which the authorization was created.  |
| <b>Joint Federal Travel Regulation (JFTR)</b> | Federal regulations governing official travel for uniformed personnel. (Volume 1).   |
| <b>Joint Travel Regulation (JTR)</b>          | Federal regulations governing official travel for DOD civilian personnel. (Volume 2).  |
| <b>Line of Accounting (LOA)</b>               | A data entity representing a DOD account that may be used to finance travel.   |
| <b>Linked Per Diem Location</b>               | An indicator that exists if the location is linked to another location in the rate table.  |
| <b>Linked State/Country</b>                   | Display of the state or country with which the location is linked.   |
| <b>Local Registration Authority (LRA)</b>     | The entity responsible for certifying user identification and access authority and registering public keys in a public key repository.   |
| <b>Local Voucher</b>                          | A document used to claim reimbursement for miscellaneous expenses incurred by a DOD employee for travel completed within a 12-hour period. Additional local business rules may apply. Local vouchers do not include per diem allowances and are normally associated with the SF1164.   |
| <b>Lodging and M&amp;IE</b>                   | The amount that a traveler will be reimbursed for lodging, meals, and incidental expenses. In DTS, this amount can be viewed on the Per Diem Entitlements screen. Rates for any location can be viewed using the TDY/TAD Location Look Up Tool on the Trip Overview screen or the Rates Lookup link on the Traveler Setup menu on the User Welcome screen. |

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| <b>Meals and Incidental Expenses (M&amp;IE)</b>  | The M&IE rate is a fixed allowance, by locality, for the meals and incidental portion of the per diem rate.   |
| <b>Military Technician</b>   | Full-time reserve component personnel, not on active duty. Also called Air Reserve Technician in the Air Force Reserve.   |
| <b>Military Surface Deployment and Distribution Command (SDDC) Negotiated Agreements</b> | A negotiated agreement between the Military Surface Deployment and Distribution Command and rental car companies.   |
| <b>Mileage Rate</b>  | The amount paid to a traveler based upon the mileage driven by the traveler and the type of conveyance or vehicle.  |
| <b>Miscellaneous Expenses</b>  | The term used to represent any expense that is entered into an authorization or voucher that have not been previously assigned a category. A traveler can enter a miscellaneous expense in the -OR- field of the Non-Mileage expenses screen. |
| <b>Non-DTS Entry Agent (NDEA)</b>  | An NDEA is a person that has the capability to sign a voucher for a traveler. NDEA must be approved in writing.   |
| <b>Net To Traveler</b>   | The amount displayed on the Payment Totals screen of a voucher that indicates the cumulative amounts of reimbursable expenses minus the total amount of previous payments with the resulting amount greater than or equal to zero.            |
| <b>Non-Repudiation</b>   | A digitally signed document is considered valid and can not be disavowed by the person who has digitally signed it ( <i>repudiation</i> the refusal to acknowledge a debt or contract).   |
| <b>O-6 Rep</b>   | See <i>Service / Agency Representative</i> .  |
| <b>Organization (org)</b>  | The name of the org to which the traveler belongs. An org is created and edited within the Organization section of the DTA Maintenance Tool. It determines the items that are available in the drop-down lists during document preparation.   |
| <b>Organization Access</b>   | This determines which data elements of an org a user may access or edit. The valid values are (All), (None), or a specific, user-defined organization.  |
| <b>Organizational Security Policy</b>  | The set of laws, rules, and practices that regulate how an organization manages, protects, and distributes sensitive information.   |
| <b>Organizational DTA (ODTA)</b>   | The DTA who locally manages the administration of DTS for an org and its suborgs.   |

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| <b>Other Authorizations</b>                            | Select the Other Authorizations under Additional Options to record special circumstances. This screen is also used to display or print additional justifications in the trip order form.   |
| <b>Outstanding Cash Advance Report</b>                 | The Outstanding Advances report provides a list of travelers who have outstanding cash advances and sends letters to those travelers notifying them of the outstanding advances. The report looks at the date the advance was prepared and determines if there is a balance that has not been applied to vouchers. |
| <b>Partner System</b>                                  | A DOD computer system that creates authorization shells (travel orders) that are imported into DTS via an XML file. The traveler completes the authorization in DTS. Partner system users may refer to Appendix F for more details.  |
| <b>Password</b>  | Alphanumeric sequence used to log on to DTS. Each user sets up his or her own password.  |
| <b>Patriot Express (Formerly “Category B” flights)</b> | Military contracted and controlled flight, run by Air Mobility Command (AMC).  |
| <b>Pecuniary</b>                                       | Relating to money; requiring the payment of money.   |
| <b>Pecuniary Liability</b>                             | Liability of accountable officials for any erroneous payments that result from information that they negligently provide to a CO. This is in accordance with Chapter 37, United States Code.   |
| <b>Per Diem Location</b>                               | A TDY city or county for which the government allows a traveler a set amount of dollars per day for lodging, meals, and incidental expenses.   |
| <b>Per Diem Rate</b>                                   | The maximum amount of dollars allowed for lodging, meals, and incidental expenses for one day.   |
| <b>Permanent Change of Station (PCS)</b>               | The permanent movement of a military member or civilian employee from one duty station to another within or outside the continental United States.   |
| <b>Permissive/ Administrative Travel Time</b>          | An authorized administrative absence not chargeable to leave and for which per diem and transportation allowances are not payable.   |
| <b>Personal Profile</b>                                | The DTS record of information about the traveler, such as name, address, Social Security Number, and emergency contacts  |
| <b>Program Management Office (PMO) DTA</b>             | A DTS user with permission level 9 who controls information to sites, edits data, and has access all aspects of DTS.   |
| <b>Premium Class</b>                                   | Class of travel generally not allowed for DOD travelers. Travelers must use coach class for all official travel, unless premium class is authorized prior to travel by the appropriate level listed in JTR paragraph U3125-B2a or B2b.   |

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| <b>Printed Organization</b>            | The name of the organization to be printed on an agency's form  |
| <b>Private Key</b>                     | The private key is an encrypted code stored on a diskette or smart card held by a user.   |
| <b>Process Name</b>                    | A routing test used to determine the next routing element (e.g., RO or CTO) to which the document will route. This feature is referred to as Conditional Routing, because the presence of a given condition (process name) on a document (such as foreign travel) determines the next routing step.   |
| <b>Proportional Meal Rate</b>          | The average of the locality meal rate and the government mess meal rate, to which the appropriate incidental expense is added.  |
| <b>Public Key</b>                      | The key that is signed by a certificate authority with a digital signature and registered in a public key repository. The key is used to validate an access attempt by matching with a private key. The key is also used to decrypt messages that were encrypted by its corresponding private key, and may be used to encrypt messages that may only be decrypted with the corresponding private key. |
| <b>Public Key Infrastructure (PKI)</b> | A portion of a security management infrastructure dedicated to the management of keys and certificates used by public key-based security services. The DOD PKI is managed by the Defense Information Systems Agency and consists of two primary components: a certificate authority server and a directory server.  |
| <b>Regional Data Center</b>            | The Fairfax, Virginia location of DTS.  |
| <b>Reimbursable Expenses</b>           | Expenses authorized for travel at the TDY/TAD location, i.e., transportation from terminal to lodging.  |
| <b>Renewal Agreement Travel (RAT)</b>  | Travel back to the CONUS, usually to the location from where the employee was hired, for the employee and his or her eligible dependents.   |
| <b>Rest Stop</b>                       | A rest period, not to exceed 24 hours, allowed for a traveler who is not authorized premium or business class travel, and whose flight time, including stopovers, exceeds 24 hours.   |
| <b>Reservations</b>                    | The automatic booking of flight, hotel, and rental car and the ticketing of a flight. Reservations are requested electronically through the Travel link in the DTS navigation bar. DTS exchanges the reservation request and the booking and ticketing information with external reservation systems.   |
| <b>Route &amp; Review</b>              | The DTS feature that allows routing officials to review, adjust, approve, cancel, or return documents.  |
| <b>Routing Element</b>                 | An official or entity assigned to a level (or step) and a stamp in a routing list. See <i>Routing List</i> .  |

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| <b>Routing List</b>                          | The electronic path of officials and their signatures that a document requires in order to be approved. DTAs enable electronic routing by setting up levels, stamps, and associating a routing official with each stamp. See <i>DTA Users Manual</i> , Chapter 5.   |
| <b>Routing Status Report</b>                 | The report that lists the routing officials and AOs who have had documents waiting for their signatures (stamps) for more than a specified number of days.  |
| <b>Scheduled Partial Payments</b>            | Partial reimbursement that a traveler may receive before the trip is complete if the trip exceeds 45 days. This option is set up to pay the traveler every 30 days for the expenses estimated on the authorization.   |
| <b>Sensitive But Unclassified</b>            | Information, that the disclosure, loss, misuse, alteration, or destruction of which could adversely affect national security or other federal government interests. National security interests are those unclassified matters that relate to the national defense or the foreign relations of the U.S. Government. Other government interests are those related to the wide range of government or government-derived economic, human, financial, industrial, agricultural, technological, and law enforcement information, as well as privacy or confidentiality of personal or commercial proprietary information provided to the U.S. Government by its citizens. |
| <b>Service / Agency (S/A) Representative</b> | The DTS user who manages information and site data relevant to each branch of the military and the civilian agencies. Also referred to as an O-6 Rep.   |
| <b>Signature Certification</b>               | The act of witnessing and certifying, by a CO, that occurs when a user establishes or changes his or her electronic signature in DTS.   |
| <b>Signature Key File</b>                    | The name of the user expected to sign the document.   |
| <b>Signature Verify</b>                      | The DTS process that checks the signatures on the document against the routing list to verify that the correct individuals signed the document in the correct order. Verifies that the document has not been adjusted since it was signed.  |
| <b>Simplified Entitlements</b>               | The procedures used to approve travel and reimburse travelers have been streamlined with the use of DTS. The entitlements and statutory requirements associated with normal TDY/TAD travel have been simplified. See Appendix O and the JTR / JFTR.   |
| <b>Split Disbursement</b>                    | A situation in which a traveler elects to have part of his or her reimbursement paid directly to his or her GOVCC account, and the remainder deposited to his or her personal bank account. A split disbursement must be approved prior to TDY/TAD travel.  |
| <b>Standard Rate</b>                         | The total per diem amount to allow if both meals and quarters are available to the traveler.  |

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| <b>System Security Policy</b>      | The combination of the Organizational Security Policy governing the operation of an automated information system (AIS) and the related AIS Security Policy.  |
| <b>T-ENTERED</b>                   | The DTS signature stamp that accomplishes the same action as SIGNED. It may only be used by a Non-DTS Entry Agent (NDEA) when signing an authorization for a traveler. It is not used to sign vouchers.  |
| <b>Temporary Duty (TDY)</b>        | The DOD temporary duty or temporary additional duty (TAD) to complete a mission.   |
| <b>TDY Travel</b>                  | Travel necessary to complete the mission.  |
| <b>Threshold Amount</b>            | A parameter value used to trigger a preaudit flag on the Pre-Audit Trip screen for expenses that exceed this value. The tables in Section K-4 of Appendix K, list the selections that display on the Expenses screens during document preparation. A single threshold exists for each expense in the tables. |
| <b>Ticketed Transportation</b>     | The screen on which a user may edit or add ticket information for common carrier modes of travel.  |
| <b>Time Zone</b>                   | The time zone of the traveler's permanent duty location. This value is used to determine whether the traveler has crossed the International Date Line (IDL).   |
| <b>Transportation Classes</b>      | The quality and service levels available for transportation modes, e.g., coach class, premium or business class, and first class.  |
| <b>Transportation Officer (TO)</b> | A person appointed or designated by the commander of a military activity to perform traffic management functions. This person may be designated as an installation transportation officer, traffic manager, traffic management, or passenger transportation officer.   |
| <b>Travel Advances</b>             | Money that the traveler is authorized to receive prior to travel, as a percentage of the estimated expenses.   |
| <b>Travelers</b>                   | Anyone who travels on official business for DOD.   |
| <b>Travel Authorization</b>        | The trip request that provides the data for the obligation of funds.   |
| <b>Travel Modes</b>                | The selections in the drop-down list on the Other Trans screen that are used to claim transportation expenses incurred during TDY travel. Appendix K, Table K-3 associates each travel mode with its description, expense category, and single threshold.  |
| <b>Travel Order</b>                | An authorization for travel to be performed for official DOD business.   |

|                                   |  |
|-----------------------------------|--|
| <b>Travel Preferences</b>         | The personal profile information that can be updated under Additional Options on the navigation bar. The My Preferences link allows users to enter preferences for air travel, lodging, and rental car. Travelers may also enter the number of miles to airport, passport information, and other miscellaneous information.  |
| <b>Travel Status</b>              | Individual travel performed away from a permanent duty station on official business on orders. Delays for the purpose of qualifying for reduced travel fares and other necessary or unavoidable delays are included.   |
| <b>Travel Voucher</b>             | The Expense Report (Currently DD Form 1351-2) that a traveler completes at the conclusion of TDY/TAD. The traveler records actual costs and itemizes other reimbursable expenses incurred during travel. This becomes the source document for payment.   |
| <b>Trip Purpose</b>               | The selections on the drop-down list on the Trip Overview screen that identify a general reason for the travel. Appendix K, Table K-2 displays the Trip Purposes. These represent the standard government trip purposes and are used for post-trip data analysis.  |
| <b>Trip Record</b>                | <p>The electronic or paper version of the document that provides the vehicle on</p> <p>The selections on the drop-down list on the Trip Overview screen that identify the DOD type of travel. Appendix K, Table K-1 displays the Trip Types. This table further defines each trip type with a code that indicates how DTS calculates allowances for M&amp;IE and lodging for each trip type and document type.</p> |
| <b>Unsubmitted Voucher Report</b> | The report that provides a list of authorizations for which vouchers have not been submitted for the given date range within the past 15 months. In addition, this report can produce a notification to be e-mailed to the traveler that indicates a voucher must be submitted.  |
| <b>Update Person</b>              | The Update Person screen allows the user to enter address information, default accounting code, electronic funds transfer data, GOVCC account number, and other data for a traveler.   |
| <b>User</b>                       | The term is used broadly to refer to a person who interacts directly with DTS, e.g., traveler, AO, or System Administrator. However, officially, a user in DTS refers to a person who uses DTS, but does not travel.   |
| <b>U.S. Installation</b>          | A base, post, yard, camp or station under the local command of a uniformed service, with permanent or semi-permanent-type troop shelters and a government mess, and where there are U.S. Government operations.  |
| <b>Voucher</b>                    | A document that is used to claim reimbursement for travel expenses; officially referred to as a <i>voucher from authorization</i> . The traveler completes the voucher when travel has concluded.  |

## Appendix C: Definitions

### **Voucher from Authorization**

Often referred to as a *voucher*, this is a voucher created from the information in an existing travel authorization. DTS reduces redundant data entry by allowing the generation of a voucher from an authorization.

### **Wild Card**

The use of an asterisk (\*) at the beginning and/or the end of a search term that broadens the search to include results with unspecified characters in the position held by the asterisk.

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